



# CITY OF HOUSTON

## Job Posting

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<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
<i>Job Classification</i>	BUYER
<i>Posting Number</i>	PN #109200
<i>Department</i>	HOUSTON POLICE
<i>Division</i>	CRIME LABORATORY
<i>Section</i>	N/A
<i>Reporting Location</i>	1200 TRAVIS
<i>Workdays &amp; Hours</i>	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
	*Subject to change

9

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Prepares bids, requisitions, and requests for council action according to department policy, writes correspondence, and reviews and edits requisitions for Division purchasing matters. Handles petty cash and direct vouchers. Represents Division head in budgetary pre-bid conference meetings. Receives and stores supplies. Follows up on all purchase orders to receive, store, and pay for supplies. Interfaces and gives information to department budget personnel and public vendors. Maintains requisitions, purchase order files, and divisional inventory. All files are organized in a system for easy retrieval. Procures service contracts and maintains financial budgets for grants. Collects and prepares all correspondence and information needed for service contracts on equipment and supplies. Participates in laboratory projects. Completes tasks as assigned by a supervisor in a timely manner.

10

**WORKING CONDITIONS**  
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

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**MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires an Associate’s degree in Business Administration, Materials Management, Purchasing or a closely related field.

12

**MINIMUM EXPERIENCE REQUIREMENTS**  
Two years of professional buying experience are required.  
  
Directly related professional experience may be substituted for the above education requirement on a year-for-year basis.

13

**MINIMUM LICENSE REQUIREMENTS**  
None.

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**PREFERENCES**  
None.

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**SELECTION/SKILLS TESTS REQUIRED**  
None.

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**SAFETY IMPACT POSITION**                      Yes    X No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17

**SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  
  
**Salary Range - Pay Grade 16**  
\$946.00 - \$1,279.00 Biweekly    \$24,596.00 - \$33,254.00 Annually

18

**OPENING DATE**                                      March 1, 2006

19

**CLOSING DATE**                                      Open Until Filled

20

**APPLICATION PROCEDURES**  
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer